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### **PRD Case Assignment Procedures**

#### **Opening Case and Initial Review**

- Team Lead/First Reviewer takes the lead in handling, monitoring, processing, and finalizing the case until it is formally closed.
- Initial review and processing will take place within 24 hours of the manuscript file creation. This includes updating the PRB database; tasking the review to a Board member(s) and other staff reviewer(s), as appropriate; tasking the review to a supervisor or Program Manager/COTR (as appropriate); and tasking the review to an external USG agency or agencies as a referral (as appropriate).

#### **Minimum Review Standards**

- The *general* rule is that all manuscripts will be formally reviewed by at least two staff members and by at least one Board member – either having equity in the substance of the manuscript or by direct assignment.
  - Otherwise, manuscripts will be assigned to any (and all) Board member(s) based on the substance of the manuscript and the current assignment of the author. Other Board members, not formally assigned to a case, may provide input that will be included as part of the overall case review.
  - All assignees will be afforded the opportunity to provide substantive input during a manuscript review. In the event that multiple responses need to be deconflicted/merged into a single, Board-consensus response, all assignees (and others who provided input) will be advised. During any necessary deliberations, while all involved will have the opportunity to provide input and comment, the views of the equity-owning Board member regarding damage to national security and appropriateness for publication will be given great weight. C/PRB will resolve all issues related to the identification of the appropriate equity-owning Board member and the deconfliction of differing points of view as necessary.
- Manuscripts by a current employee or contractor will be coordinated with the corresponding supervisor or Program Manager/COTR.
- Manuscripts dealing with legal or court issues (including court declarations) will be coordinated with the PRB Legal Advisor.

#### **Timelines**

- PRB will attempt to meet reasonable author deadlines. Short, time-sensitive manuscripts will be reviewed within a few working days. Moderate-sized manuscripts should be closed within 14 days. Book manuscripts should be closed within 30 days.

#### **Author Approvals**

- Author approval or objection notifications will conform to “PRB Guidelines Responding to Authors” (see below).
- In all unusual cases:

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- (1) where, due to time or staffing issues, the usual review standards have not been met ( e.g., only one staff member has reviewed the submission or no Board member was available to do so);
- (2) the submission is from a high-profile author;
- (3) the manuscript involves a highly-sensitive topic;
- (4) the supervisor or Program Manager/COTR has not responded; or
- (5) the PRB has not been able to respond to the author in a timely manner (a delayed response to the author)

a response to the author will be coordinated and approved by either a PRD supervisor or C/PRD.

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